

### **Corrigendum 1**

#### **Hiring a firm of Chartered Accountants for the services of Maintenance of Accounts and Tax Consultancy**

<b>Sr. No.</b>	<b>Tender Clause</b>	<b>Description as per tender</b>	<b>Clarification sought</b>	<b>Response</b>
1	Notice inviting proposal	Sealed tenders are invited for hiring the services of a firm of Chartered Accountants for a period of one year for maintenance of accounts and providing tax consultancy services to Gujarat State Disaster Management Authority	Period of contract to be specified	Period of contract will be one year from date of appointment and will be extended on mutual basis
2	Notice inviting proposal	The technical and financial bids must reach GSDMA on or before Saturday the February 2, 2018 at 1530 hours	Last date and time of submission of bids to be specified	As per the tender document the technical and financial bids must reach GSDMA on or before February 2, 2018 at 1530 hours
3	Scope of work: Point 3	Collection of accounting data from various departments and other implementing agencies for proper accounting	Details of implementing agency and all the departments to be provided	GSDMA is the implementing agency. Multiple projects are ongoing in various districts. Consultant needs to co-ordinate with District Project Officers (DPOs) for collection of data for accounting. Details of the DPOs will be shared after the appointment.
4	Scope of work: Point 11	Liasoning with the banks	What activities consultant is expected to perform for liasoning with the banks	Consultant needs to liason with banks for opening/ closing of any account, bank statements or any other activity as directed by GSDMA
5	Bid Procedure: Point 2	The evaluations of the tender will be as per pre-qualification criteria mentioned in Annexure-1	In case if same bidder is shortlisted for both Book keeping & Tax consultancy and Internal Audit tender, how will the appointment be made?	The responsibilities of the tax consultant and Internal Auditor are different and that's why two separate tenders were issued.  In case of book keeping &

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				<p>tax consultancy, consultant is required to prepare and maintain books of accounts, prepare the vouchers etc. which will be pre audited by the Internal Auditor.</p> <p>Appointment of same consultants for both the tenders will result in overlapping of responsibilities and conflict of interest and hence GSDMA will appoint separate consultants for book keeping &amp; tax consultancy and Internal Audit</p> <p>In view of the above point 2 of Bid Procedure is amended as under:  <b>The evaluation of the tender will be as per pre-qualification criteria mentioned in Annexure-1. Evaluation will be made as per the QCBS method where 60% weightage is assigned to technical score and 40% weightage is assigned to financial score</b></p>
6	Obligation: Point no 1	Firm has to depute adequate resources full time at GSDMA based on quantum of work and deadlines	How many resources needs to be deployed	<p>Selected bidder has to deploy total 2 full time resources at GSDMA as mentioned below:</p> <p>1) Qualification: Chartered Accountant  Experience: Minimum 3 years in book keeping, tax</p>

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				<p>consultancy and voucher management</p> <p>2) Qualification: Should be at least graduated and shall have degree in the field of commerce Experience: Minimum 1.5 years in book keeping, tax consultancy and voucher management</p> <p>Work of the above 2 resources needs to be supervised by a Team Leader who should be a FCA with minimum 10 years of post-qualification experience</p>
7	Annexure-1 Eligible Criteria (Technical Bid) Point 2	The firm should have experience of at least 10 years (Experience related to only maintenance of accounts and tax consultancy will be considered)	As per the eligible criteria, firm shall have experience of 10 years. However as per the list of documents, bidders need to submit copy of the assignment of Accounting and/or Tax Consultants of similar institution carried out during last 15 years	<p>The firm should have experience of at least 10 years.</p> <p>Bidders need to submit copy of the assignment of book keeping and tax consultancy carried out during last 10 years</p>
8	Annexure-1 Eligible Criteria (Technical Bid) Point 1	Partnership firm of C.A. having working office in Gandhinagar/ Ahmedabad with Minimum 2 FCA	In case the firm has 6 partners all of them of which are FCAs then whether eligibility criteria no 1 and 3 gets satisfied?	Partnership firm of C.A. having working office in Gandhinagar/ Ahmedabad At least 2 partners of the firm should be FCA
9	Annexure-1 Eligible Criteria (Technical Bid) Point 3	The C.A./ C.A. firm should have at least 4 full time ACA as on December 31, 2017	In case the firm has 6 partners all of them of which are FCAs then whether eligibility criteria no 1 and 3 gets satisfied?	The firm should have at least 4 Chartered Accountants (Excluding the partners)

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10	Annexure-1 Eligible Criteria (Technical Bid) Point 4	The firm should have a staff of at least 10 people (excluding partners)	Will non-technical staff be considered?	All the full time employees working with the firm will be considered (Partners, Interns and Receptionist will not be considered)
11	Annexure-1 Eligible Criteria (Technical Bid) Point 9	Peer review of the firm should have been conducted at least once	The periodicity of peer review is once in 3-5 years for Level 1-3 Practice Units. Would peer review certificate older than 3 years will be considered?	Removed
12	Format of CV	Format of CV	Position title mentioned in the CV is position in the firm or proposed position for the project	Position title mentioned in the CV is the position/ Designation of the employee in the firm
13	Format of CV	Format of CV	CVs of all employees to be enclosed	CVs of all the partners and all the employees (Like CAs, commerce graduates, MBAs working with the firm) needs to be enclosed <b>Consultant needs to specify the team leader and the proposed team for the assignment</b>
14	List of Documents	Security Deposit of Rs 50,000/- in favor of "Gujarat State Disaster Management Authority"	Does the bidder needs to submit Security Deposit along with the bid?	Only selected bidder needs to submit Security Deposit of Rs 50,000/- in favor of "Gujarat State Disaster Management Authority" after appointment
15	Annexure 3: Commercial Bid Notes: Point no 2	Out of Pocket Expenses will be reimbursed on actual bill basis limited to Rs.15,000/- per month	-	Amended: No out of pocket will be reimbursed
16	Annexure 3: Commercial Bid Notes: Point	The fees will be paid on monthly basis	Criteria for payment of fees to be provided	Fees will be paid on monthly basis after submission of all the reports/ documents as

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	no 3			mentioned in the tender document
17	-	-	Details of grant received and expenditure incurred to be provided	Details of grant received and expenditure incurred are available at <a href="http://www.gsdma.org">www.gsdma.org</a>
18	-	-	Details of no of projects ongoing to be provided	Total no of ongoing projects is 20. Number may vary based on the completion of projects or commencement of new projects
19	-	-	Details of no of vouchers per month to be provided	Average 200 vouchers per month. Number may vary based on the work and projects
20	-	-	Copy of the last audited financial statements to be provided	Details of grant received and expenditure incurred are available at <a href="http://www.gsdma.org">www.gsdma.org</a>
21	-	-	Details of no of cases pending before Income Tax authorities to be provided	No case is pending before any Income Tax authority
22	-	-	Which software is being used for accounting	Tally ERP9
23	-	-	If the appointment is made before March 2018, who will be responsible for preparation of financial statements for the year 2017-18	Selected bidder shall take hand over from the existing consultant after the appointment. Financial statements for the remaining period till march 31, 2018 will have to be prepared by the selected bidder. GSDMA will provide all the relevant information required to the selected consultant

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24	-	-	Modes of submission of technical and financial bid	Bidders need to submitted technical and financial bids both on nprocure (online) and GSDMA (hard copy) on or before February 2, 2018 at 1530 hours
25	-	-	If there are variations on online submission and hard copy submission, which submission will be considered	In case of variation of information between online submission and hard copy submission, <b>the bids will be rejected</b>